

IDENTIFICATION CARDS

A photo ID card is issued to each inmate. The ID must be worn in plain view at all times. In the event you lose or alter your ID card, a \$3.00 replacement fee will be deducted from your account. If funds are unavailable in your account the fee will be shown as a negative balance and will automatically be deducted if funds become available.

CLASSIFICATION

Each inmate will be interviewed and assigned to housing according to classification. Inmates sentenced to more than 60 days can request to have a classification review.

INMATE MOVEMENT

No inmate will move anywhere through the facility without his ID card. All inmates will walk with their hands folded in front of them at waist level.

RESTRICTED AREAS

Red lines are painted on the floor in certain areas of the facilities. These are restricted areas and inmates shall not enter those areas unless instructed to do so by staff.

INMATE RULES AND DISCIPLINE

Any violation of jail regulations may result in disciplinary actions in accordance with the provision of the California Minimum Jail Standards for local detention facilities. A discipline may consist of special housing, special diet and/or the loss of privileges (TV, telephone, commissary or visiting). Violations of any law may involve prosecution and discipline. Each discipline is reviewed by the designated discipline hearing officer. Disciplines may be appealed using the grievance process.

The following behavior or activity will result in disciplinary action resulting in loss of good and work time and/or prosecution:

OFFENSES AGAINST PERSONS

Including but not limited to: Taking a hostage, battery on employee or fellow inmate, forced sexual penetration/sexual assault, robbery, extortion, mutual combat, assault w/ deadly weapon, etc.

OFFENSES AGAINST PROPERTY

Including but not limited to: Any destruction of county property by arson, breakage or sabotage. Destroying jail issued clothing, utensils or bedding items. Unauthorized tampering of equipment, or malicious

mischief. Food tampering, passing, hoarding or theft. Possessing excessive commissary items, excessive medication, excessive mail and/or photographs.

ADMINISTRATIVE OFFENSES

Including but not limited to: Tattooing, any business dealings between inmates, altering or destroying ID card, unauthorized moving of housing location, any type of unauthorized communication between inmates, and making, possessing, or consuming alcoholic beverages.

SECURITY VIOLATIONS

Including but not limited to: Fashioning or possessing weapons, possession of tools, saws, files, smuggling of contraband or rifling through desks or documents.

OFFENSES AGAINST FACILITY TRANQUILITY

Including but not limited to: Strikes or major disturbances, attempted escapes, disturbance toward staff, challenging an employee to fight, loud tumultuous behavior, refusing to obey a direct order, drug related activities, drunkenness, manufacturing of home brew, gambling, consenting mutual sexual acts w/ other inmates, interfering with gates or cell doors, and calling "man down" when no emergency exists.

DEFACING FACILITY PROPERTY

Inmates are not allowed to write on, paste pictures on, or deface the walls or bunks inside the facility. Nothing is to be placed over the vents, lights, windows or bars.

INMATE WORKER VIOLATIONS

Absent from work without permission, exhibiting poor work habits or refusing to work or comply with inmate worker standards.

CONTRABAND

You will not make or possess any weapon or illegal drugs. Any item not sold in commissary, any item not issued by the facility, or any item altered from its original purpose is considered contraband.

SMOKING

Smoking is prohibited in all San Bernardino County Jail Facilities. Tobacco items and matches/lighters are contraband and possession will result in disciplinary action.

HAIR/HAIRCUTS

To prevent the concealment and movement of contraband and weapons, inmates shall not manipulate their hair in any fashion including but not limited to braids, ponytails, cornrows, or twists. Artificial hair that is woven, sewn, or glued into the hair may be allowed once it has been searched for contraband. Cutting names, numbers, or designs into the hair is forbidden.

Pre-trial inmates can request a haircut after their initial 30 days in custody and every 30 days thereafter. Sentenced male inmates shall have hair maintained at required levels of grooming standards for their work assignments. Contact your work supervisor for those requirements.

All inmates shall maintain required levels of grooming standards.

REQUEST SLIPS

You may inquire about your court appearance date, amount of money on your account or other information by completing an *Inmate Request Slip* and giving it to housing staff. Information regarding destination, court, transfers, or release dates cannot be released to Federal Inmates; for this information, you must contact the Bureau of Prisons through your attorney.

GRIEVANCES

Grievance forms are available in each housing area. If you have a grievance, complete the *Inmate Grievance Form* no more than ten days from the time the incident occurred and give it to an employee (one complaint per grievance). The employee will sign it and provide you a copy. The grievance will be answered within ten days. An appeal may be submitted within ten days of receiving your response. Abuse of the grievance process will result in disciplinary action.

TELEPHONES

Telephones are located in all housing areas (collect or prepaid calls only). All inmate telephone calls are recorded and may be monitored. Any misuse or destruction of a telephone will result in disciplinary action.

MAIL

Mail is delivered to each housing unit daily. All outgoing mail must have your name, booking number, housing location and the return address of the facility written on the front of the envelope:

- **Adelanto Detention Center, 9438 Commerce Way, Adelanto, CA 92301**
- **Central Detention Center, 630 E. Rialto, San Bernardino, CA 92415**
- **Glen Helen Rehabilitation Center, PO Box 9490, San Bernardino, CA 92427**
- **West Valley Detention Center, 9500 Etiwanda, Rancho Cucamonga, CA 91739**

Any incoming money received through the mail will not be processed until the following work day. Do not seal the envelope as outgoing and incoming mail is subject to being scanned, read and inspected. Legal mail will be inspected for contraband but not read.

You can help improve better mail service and prevent mail from being returned by telling your family and friends the following:

Do not send blank paper, envelopes or stamps.

Do not put perfume, powder or cologne on the mail.

Do not kiss the correspondence.

Do not send stained or extremely dirty letters.

Do not send more than 10 photographs.

Do not send anything gang related.

Do not send nude or partially nude photos or drawings.

Do not use white out, crayons, markers, glue, tape, glitter, stickers or labels.

Do not send metal or plastic. All magazines and books (paperback only) must come directly from the publisher or bookstore.

VISITING

Visiting is Wednesday through Sunday.

Visitors must call (909) 887-0364

24 hours in advance to schedule a visit.

SICK CALL

Nurse sick call is held daily and MD sick call is held during the week. Medical services are available after completing a *Medical Request Slip* and giving it to housing staff. A co-payment of \$3.00 will be deducted from your account for self-initiated, non-emergency requests. If no funds are available in your account at the time the services are rendered, the fee will be shown as a negative balance in your account and will automatically be deducted if funds become available. However, no co-payment will be deducted for future follow-up exams that may be required. No inmate will be denied medical services due to lack of funds.

Any inmate may request information on the "HIV/AIDS" virus by submitting an *Inmate Request*

Slip to health services. Informational pamphlets are available.

Pregnancy testing is available upon request. Information pamphlets are available. If you are pregnant and desire information on abortion and rights to have an abortion, you can submit a **Medical Request Slip** to health services. (PC 3405/4028)

RECREATION

Outside recreation is scheduled for at least three hours weekly, as weather permits. There are TV's, board games and newspapers in the housing areas.

RELIGIOUS SERVICES

Religious services and studies are provided to interested inmates and posted in housing units. You may request to see the chaplain by completing a **Religious Request Slip** and giving it to housing staff. All questions of a religious nature should be directed to the chaplain.

LIBRARY

Ask an employee for your housing location's scheduled day. To get a library book, complete a **Library Request Slip** and give it to housing staff.

CUP & SPOON/PLASTIC BIN & LID

Some facilities issue inmates a cup and spoon. Both items shall be returned upon release. A replacement fee will be deducted from your account in the event either item is lost or damaged. If used by your facility, you will be issued a property bin and lid. A replacement fee will be deducted from your account in the event either item is lost or damaged.

PROGRAMS & ACTIVITIES AVAILABLE

Services available include information on education, INROADS classes, ROP programs, & individual & group activities. Further information is available in the Individual/Family Services and Education Programs document.

COMMISSARY

Commissary is available once a week. Contact housing staff for your day and time. Your booking number must be entered correctly and completely on the commissary form. You must have money in your account to order commissary items. If you order items and there is no money in your account, your order will not be filled.

-Commissary items and permissible amounts are listed on commissary order forms and are subject to

change. It is your responsibility to ensure you do not exceed the established limits

-A care bag containing basic hygiene items and writing materials may be ordered from commissary for a fee (free to indigent inmates). The fee will be shown as a negative balance in your account and will automatically be deducted if funds become available.

Do not open your clear commissary bag until you have confirmed that all items charged against your account are within the bag. If any item is missing, notify a commissary worker before the bag is opened.

INMATE ACCOUNTS

Someone may deposit money into your inmate account the following ways:

Deposit cash, cashier's check, or money order at the facility where you are housed.

Mail cashier's check or money order to the facility where you are housed.

On-Line Deposits- Visit www.icsdeposits.com or call (888) 218-7444.

Western Union- (800) 634-3422

PRISON RAPE ELIMINATION ACT

The San Bernardino County Sheriff's Department strives to ensure that all of our detention facilities protect inmates from all forms of sexual misconduct, including harassment from staff and other inmates. Contact any staff member if you have been the victim of sexual misconduct or assault. Sexual harassment includes, but is not limited to, repeated statements or comments of a sexual nature, derogatory comments about body or clothing, or repeated obscene language or gestures. Inmates may report sexual misconduct to any staff member, through face to face contact, an inmate request slip, inmate grievance form, or the 24hr Jail Crisis hotline (from the inmate housing telephone dial *9090#).

INMATE VOTING

Inmate voting guides, registration forms, and ballots are available at the San Bernardino County Registrar of Voters. Inmates are encouraged to contact the Registrar directly for information regarding a specific election or see your housing staff for voting information. The Registrar-Recorder will make the final determination regarding an inmates' right to vote.

Registrar of Voters
777 East Rialto Ave.
San Bernardino, Ca. 92415

INTERCOMS

Intercoms are located throughout the facility including all dormitory housing and cells. These intercoms should only be used in the event of an emergency or to answer when an employee calls you. Any misuse or destruction of the intercom will not be tolerated and will result in disciplinary action.

San Bernardino County Sheriff's Department

DETENTION & CORRECTIONS BUREAU

INFORMATION BROCHURE



INMATE RULES AND REGULATIONS

This pamphlet outlines the rules and regulations of the facilities and lists the programs and privileges available to the inmates. Additional rules and regulations may apply to specific facilities.